

The American Center supports the right of all individuals to receive friendly, courteous, and respectful services; have free and equal access to information; and have a clean, comfortable, pleasant and undisturbed environment.

The following guidelines are essential to ensure respect for individuals who use this public facility:

- ☐ Respect others by keeping the AC library a quiet study space. Participants may use the wifi for internet access.
- ☐ Food and beverages are not allowed inside the American Center space, except for the football room where tea break and luncheon activities may take place.
- ☐ Participants are requested to switch phones to silent and have to exit the library to take a phone call.
- ☐ Participants are requested to return materials to the book cart after use. Do not reshel books or DVDs yourself.
- ☐ Books, other materials and equipment are not to be taken out of the library unless checked out per circulation guidelines <http://goo.gl/r0PNz6>. Please do not write on or inside library materials.
- ☐ Text books are not allowed to check out.
- ☐ If any library equipment does not seem to be working properly, please inform AC staff or interns. Patrons should not try to fix equipment themselves.
- ☐ Participants are responsible for their own belongings. Do not leave personal items unattended in the American Center or reserve a space in the library. Items left unattended may be confiscated by security.
- ☐ Children under the age of 15 are not allowed, except for special events.
- ☐ Participants are responsible for keeping the place neat and clean. Please collect paper cups and trash before you leave.
- ☐ Books in the advising room are to be used in the advising room ONLY, and not to be checked out.
- ☐ Please take only 1 copy per school in the brochure take-away session. And only take schools' that you're interested in.

Access the AC online catalog at: <http://goo.gl/RAAMUe> to search all books and DVDs.

Visit AC facebook: [www.facebook.com/achochiminh.usconsulate](http://www.facebook.com/achochiminh.usconsulate)

Register to become a member: <http://goo.gl/r0PNz6>